

***Community Residential Center Funds
for Children with Disabilities***

Procedures and Instructions

2018-2019

**Contact for additional information and
submitting applicable Community Residential Center Funds
(CRCF) forms via postal mail:**

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CRCF forms to be completed by the LEA for submission are included in the list of documents for the Community Residential Center Funds application on the Exceptional Children Division website, located under the Finance and Grants tab. A **CRC Sample Contract** is also provided with the CRCF forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted CRC.

Community Residential Center Funds – Important Dates At-A-Glance

At the beginning of the school year, LEAs that received CRCF during the 2017-18 school year will receive a base allotment.

- The base allotment is calculated using the number of children served in CRCs at the end of the 2017-2018 school year.
- The base allotment includes three months of funding plus \$5.00 per month per child for instructional supplies.
- The remaining months of funding will be allocated after the CRCF-1 and CRCF-2 have been submitted *and* approved.
- It is the responsibility of the LEA to request CRCF from the Exceptional Children Division.

September 15, 2018 – The two items below are subject to this due date.

- 1) **To apply for CRCF**, submit forms **CRCF-1** and **CRCF-2** along with the service contract and complete LEA school year calendar. *Previous year's forms are not accepted.*
 - Applications are processed in the order in which they are received.
 - Applications must be sent via postal mail and postmarked on or before September 15, 2018.
 - Incomplete/incorrect applications will be considered “received” when the corrections/missing items are received.
- 2) **For children (ages 3 through 21) served and funded in a CRC for the 2017-2018 school year and transferred to a public school setting for the 2018-19 school year:**
 - Complete *Request for Community Residential Transfer Funds* (CRCF-3).
 - Allocation is for one year only (year of initial transfer).
 - Approval is subject to the availability of funds.

October 15, 2018 – Final signed **contract(s)** must be received for initial funding. Once contracts are received, and if the application is approved, remaining funds are disbursed.

May 15, 2019 – CRCF-2 Roster/Withdrawal Forms are submitted throughout the year, but May 15th is the **final date for submitting a CRCF-2**.

Procedures for Applying for Community Residential Center Funds

Community Residential Center Funds (CRCF) are made available through the State Board of Education (SBE) to **assist LEAs** in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). Monthly per child CRCF amount provided by the SBE for 2018-19 school year is \$1,494.00.

Educational Placement and Services: After a child with disabilities has been placed in a CRC through the LME/MCO, the LEA, through an Individualized Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The team's decisions are based on what is the least restrictive environment for each child and what is deemed educationally appropriate for each child. The LEA is ultimately responsible for implementation of the IEP and related services of any child placed in a CRC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights.

If the IEP Team decides that the CRC is the least restrictive environment for a child, all services are to be negotiated locally and included in the contract between the LEA and CRC. The negotiation of contracts is a local responsibility.

Applying for CRCF: If the IEP Team decides that the CRC is the least restrictive environment, the LEA must submit the information listed below to request Community Residential Center Funds to assist with the costs of providing the CRC setting. Incorrect or incomplete information could delay funding. The application is submitted annually, and is due no later than September 15, 2018. Funding is contingent upon the availability of funds.

- 1) *Community Residential Center Funds Application (CRCF-1).*
- 2) *Community Residential Center Funds Roster/Withdrawal Form (CRCF-2).*
- 3) Contract between the LEA and CRC with appropriate signatures.
 - CRC funding requests will not be approved without a **signed** copy of the contract.
 - The contract must be received by October 15, 2018.
- 4) A complete LEA 2018-2019 school year calendar.

Contracts: If the IEP Team decides that the CRC setting is the least restrictive environment for a child, all educational and related services are to be negotiated locally and included in the annual contract between the LEA and CRC. The CRC may choose to share with the LEA their rate schedules, parent handbook, and other information provided to enrolling families as part of the contract negotiation discussions. The needs and services of the enrolling children, and the costs of the required services, would also be part of the contract negotiation discussions. Review of the contract terms must be made available to the community-based CRC prior to obtaining contract signatures. The negotiation of contracts is a local responsibility. CRC-LEA contracts are to include the following information:

- The appropriate monthly cost factors for each child served in the CRC, to include how excess costs will be paid. CRC grant funds may not cover the entire cost of CRC services; therefore, LEAs will need to use other funds to make up the difference.
- The educational and related services each child will be receiving at the CRC are to be described in the contract, including the start and end date of the school year.
 - Educational and related services are provided as per each child's IEP.
 - A copy of the LEA traditional school year calendar must be provided to the CRC by the LEA.
- Any legislative increase/decrease should be included in teachers' salaries and reflected in the cost per child per month for a 10-month period.
- After all negotiations have been completed, the contract has been reviewed by both parties and both parties are in agreement, the contract is signed. A copy of the signed contract is to be provided to the CRC by the LEA.

Extended School Year (ESY): When requesting funds for summer 2018 ESY services, complete the ESY column on the *Community Residential Center Roster/Withdrawal Form* (CRCF-2). Include the ESY services page of the IEP with the application. Do not send the entire IEP.

Approval notification will be provided via a letter sent by postal mail to the Director of the Exceptional Children Programs.

Denial of Request: All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter indicating the reason for denial. The letter is sent by postal mail to the Director of the Exceptional Children Programs.

Additional children after submitting the initial application: Submit, within 60 calendar days of a child's enrollment, a *Community Residential Center Roster/Withdrawal Form* (CRCF-2).

Withdrawals or changes in services: The Exceptional Children Division must be notified by the LEA of any change in the child's status, eligibility for CRC funding, or withdrawal of child using form CRCF-2 no later than **ten (10) calendar days** of the change. Unless approved by the Exceptional Children Division, funds cannot be used for another child (replacing child), or for a child's application that was not funded due to unavailability of funds (all funds were allocated).

Fiscal Requirements for Community Residential Center Funds PRC 063

1. Community Residential Center Funds are grant funds for assisting LEAs in providing special education and related services to eligible children with disabilities placed in a CRC through the LME/MCO. 8. CRCF are provided to the LEA in Program Report Code (PRC) 063.
2. The LEA is ultimately responsible for providing a free appropriate public education in the least restrictive environment for children served in a CRC. (This determination is made only after the LME/MCO has approved the residential placement.)
3. The allotment of CRCF is contingent upon the availability of state funds for this program. The unavailability of CRCF does not relinquish an LEA's responsibility for providing a free appropriate public education in the least restrictive environment for children placed in a CRC. When CRCF are not available, the LEA is to use other local, state and federal funds to pay for the costs of the educational services for children placed in the community residential center setting. The LEA may also provide some of the required services.
4. The CRCF per student grant amount may not cover all of the child's educational and related services expenses in the community residential setting since costs will vary between children based upon their individual needs. If this is the case, the LEA would need to use other local, state and federal funds to pay the difference. The amount paid to a CRC by the LEA is negotiated locally and is to be stated in the contract. The LEA may also provide some of the required services.
5. For LEAs that received CRC funding during the 2017-2018 school year, the LEA will receive a base allotment at the beginning of the 2018-2019 school year. Three months of funding is allocated based on prior year usage of CRCF. An annual CRCF application must be submitted for funding of the remaining months.
6. It is the responsibility of the LEA where the CRC is located to apply for CRCF.
7. In order for the LEA to receive CRCF, the CRC must be an approved Community Residential Center. Approved CRCs are included in the DPI's Exceptional Children Division annual memo listing approved Non-Public Schools and Community Residential Centers.
8. CRCF are child specific (ages 3 through 21) and may only be used for the ten-month school year and two-month extended school year as required by the IEP for children with a residential placement through a LME/MCO.
9. The LEA may not use CRCF for administration of the program.
10. The date a child enters the CRC determines the amount of funding the LEA will receive; funding is based on the LEA traditional school year calendar. Children entering the CRC on or before September 15th will receive ten months of funding. Children entering the CRC after September 15th will receive prorated funding based on the number of months remaining in the school year. The child's first day of actual attendance must occur within the current school year.
11. The two-month extended school year (ESY) is based on the LEA calendar. ESY is actually invoiced before the traditional school year begins, not following a school year. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. ESY pages of each child's IEP are to be included with the application and roster. **Note:** If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2018, to June 30, 2019.

Directions for Completing a Community Residential Center Funds Application (CRCF-1)

The application is in fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed application must be printed, signed, and a copy with original signatures must be submitted via postal mail, postmarked on or before September 15, 2018.

PART I: LEA Information

Enter the LEA name and the LEA number.

Select Region name from the drop-down list.

Enter EC Director information.

Enter the CRC information.

PART II: LEA Children Served in the Community Residential Center, Sorted By Disability Area

In the table of Disability Areas, indicate the number of LEA children for each disability area who are receiving educational and related services in the CRC.

PART III: Child Count Information

The total number of children in this section should equal the number of children with disabilities entered in PART II, *Children Served By Disability Area*.

PART IV: Certification

The original signatures of the LEA's Exceptional Children Program Director, Finance Officer and Superintendent are required. The application is to be sent by postal mail.

Directions for Completing a Community Residential Center Funds Roster/Withdrawal Form (CRCF-2)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures submitted via postal mail within sixty (60) calendar days of a child's enrollment, or within 10 calendar days of a withdrawal or change.

Enter the following within the form. Region name, ethnicity, gender, and disability are selected from a drop-down list.

1. **Local Education Agency:** Enter the LEA name, LEA number, and Region Name.
2. **Date:** Enter the date the roster is being completed.
3. **Community Residential Center:** Enter the name of the CRC.
4. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
5. **Child's Legal Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
6. **Date of Birth:** Enter the child's date of birth and **double check** for accuracy.
7. **Select Ethnicity, Gender and Disability** from the drop-down lists.
8. **First day of Attendance for the Current School Year:** Enter the first day the child attended school in the CRC during the current school year.
9. **Attach** the page of the child's IEP noting the child's placement on the continuum.
10. **Child's Home LEA:** The name of the LEA where the child's parent/guardian reside (where the child would attend school if he/she was not placed at the CRC).
11. **Name of Placement Agency:** Enter the name of the Local Management Entity/Managed Care Organized that placed the child at the Community Residential Center.
12. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
13. **Extended School Year Enrollment Dates:** *If applicable*, enter the number of months the child attended the ESY program. ESY must be documented in the IEP, and the dates must be included with the LEA/CRC contract. **Attach the IEP page noting the child's eligibility for ESY.** ESY services are funded as part of the school year that is about to begin, not school year that has just closed.
14. Check the box if a newly enrolled child is replacing a child who has withdrawn.
15. **Signature of Exceptional Children Program Director:** An original signature is required.

Directions for Completing the CRCF-3, Request for CRC Transfer Funds

In instances when the IEP Team has decided that the child's least restrictive environment is the school setting and the child's *previous year's placement was at a Community Residential Center*, the LEA can request transfer funds. Allocations are:

- for the initial year of transfer
- based upon the availability of funds

To request CRC transfer funds, complete the CRCF-3 with the name of the child(ren), date of birth, disability area, and current placement. The Exceptional Children Program Director must sign and date the form. An original signature is required.

The form must be received by **September 15, 2018**.

Fiscal Year 2018-2019

Example of Reporting a Withdrawal and Addition
Community Residential Center Funds Roster/Withdrawal Form, CRCF-2

Reference VII

Roster must be typed, signed, and mailed; postmark must be within sixty (60) calendar days of enrollment in the CRC.

Last day for additional Roster submission: May 15, 2019.

Local Education Agency: River County Schools

LEA #: 000Region #: Western

Date 9/4/2018

Community Residential Center

New River Residential Center

CRC placement and ESY services must be documented in the IEP.

Attach a copy of the IEP pages supporting the placement and ESY services. No need to send entire IEP.

[illegible]

W-9 (provide description here) _____

Check if a newly enrolled child is replacing a withdrawn child ☐

Signature of Exceptional Children Program Director: *Ms. Samantha Dawn*

Date: 9/4/2018